

**Embassy of India
Kathmandu**

TENDER NOTICE

Sealed quotations are invited directly from reputed and experienced bidders for “**Rate Contract for Supply of stationery items to EoI, Kathmandu**”. The last date of receipt of offer in sealed envelope is on or before 15th January, 2019 up to 1700 hrs. The bid opening date is on 16th January, 2019 at 11:00 hrs. Entire details along with list of stationery items for tender documents are available on website www.indianembassy.org.np and www.eprocure.gov.in.

Kat/Adm/881/06/2016-II

Sd/-

(Head of Chancery)

Pre-Qualification/Evaluation/Exclusion Criteria

S1	Particulars	Details
1	Experience	(a) The company/contractor should have minimum two year's experience. Documentary proof from minimum three clients should be attached. (b) Preference will be given to those company/contractor which has experience in working with Diplomatic Missions/Govt. Departments/Hotels
2	Registration No.	The company/contractor should have a valid Registration Number either in India and/or Nepal. <i>(Documentary proof should be attached)</i>
3	Turnover	The contractor should have a minimum turnover of NRs. 5 lakhs per year or equivalent in Nepalese Rupees <i>(Documentary proof should be attached)</i>
4	VAT	Certificate that company/contractor pays VAT regularly and their VAT dues are cleared either in India and/or Nepal <i>(Documentary proof should be attached)</i>

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Terms and Conditions:-

1. Only registered suppliers/ agencies may participate. The supplier must be registered for collecting and depositing VAT with the Sales Tax Department and a copy of registration certificate to this effect, duly signed and stamped by the authorized person of the Company must be enclosed with the quotation(s).
2. Successful bidders will be required to supply items/ service in Embassy premises on credit and purely 'on need' basis without any guarantee for any minimum quantity. Hence, Embassy shall not be liable to procure any or all items/services included in list. Payments to the supplier will be made within reasonable period through crossed Cheque.
3. The contract will be bifurcated in case no bidding firm quotes lowest for all the times/services.
4. This rate agreed upon should be valid for a minimum period of **one year** from the date of agreement.
5. This rate contract may be renewed for another specified period on same rates and terms & conditions by mutual consent.
6. Embassy reserves the right to terminate the contract in case the supplies made are of substandard quality.
7. Embassy of India, Kathmandu reserves the right to reject/accept any sealed quotation/s without assigning any reason thereto.

Declaration by the Firm/Agency

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Firm with seal)

Name:

Seal:

Address:

Date:

Phone No. (O):

A. List of Stationery items

S.No.	Stationery Items
1	Ball Pen Blue/Black (Cello good quality) - Natraj Super 0.7
2	Ball Pen refills (Cello)
3	Glue Stick 15 gm- Amos
4	Glue Stick 35 gm- Amos
5	Gel Pen pointec- Cello
6	Slip Pad No. 22- Neelgagan
7	Slip Pad No. 33- Neelgagan
8	Pencil Battery AA- Panasonic
9	Pencil Battery AAA- Panasonic
10	Pencil Battery, Alkaline- Sony
11	Match Box
12	Match Box good quality
13	Pilot Pen Blue/Black (V5 & V7)
14	Thumb Pin, Metal- Chinese
15	Thumb Pin, Color (Imported)- Deli
16	Photocopy Papers 80 gm JK
17	Photocopy Papers 75 gm JK
18	Register No. 2 (R.S. Good)
19	Register No. 3 (R.S. Good)
20	Register No. 4 (R.S. Good)
21	Register No. 5 (R.S. Good)
22	Plastic folder (Transparent)- Deli
23	A4 Colour Paper: Pink & Yellow - 80 GSM-Indonesia
24	Typing Paper
25	Color Index and without color (A-Z)- Houjie
26	Stick Note Pad: 3 * 3
27	Punching Machine single hole- Kangaroo
28	Punching Machine double hole DP 52- Kangaroo
29	Gem Clip Colour- Deli
30	Clip Box- Deli
31	Candle, Medium
32	Candle, Big
33	Correction Pen, Deli
34	Correction Pen, Gangy- Metal
35	Marker Permanent (Snowman)
36	Packing Tape, 30 mtr.- Newera
37	Packing Tape, 45 mtr - Newera
38	Plastic Scale (12")- Natraj
39	Stamp Pad Foska
40	Transparent Business File- Filex
41	Gift Warping Paper (Lokta)
42	Gift Warping Paper (Plastic)
43	Stapler No. 10- Kangaroo
44	Stapler Pin No. 10- Kangaroo
45	Stapler Pin Hs45s- Kangaroo
46	Scissors, Big-Deli

S.No.	Stationery Items
47	Scissors, Medium-Deli
48	Scissors, Small-Deli
49	Plastic Folder with binder clip (Stick File)
50	My Clear Bag A4 Size- W-209
51	Cello Tape (Small)- Newera
52	Cello Tape,Medium- Newera
53	Cello Tape, Big 1 " - Newera
54	Cello Tape Dispenser- Deli
55	Gem Clip, Metal- Glove
56	Pen Stand- Deli 907
57	Line Marker (all type Monami)
58	Uniball Pen (0.7) Gd impact & Singno 207
59	Rubber Band
60	Pencil HB- Natraj
61	Eraser- Natraj
62	Sharpener- Natraj
63	Cello Gel Pen , flow
64	Spiral Note Book, Small- Shipra
65	Spiral Note Book, Medium- Shipra
66	Note Book- INN- D036
67	Snatch file folder- Deli
68	Desk Calendar
69	Sealing Wax
70	Paper Cutter, Small- Pearl
71	Paper Cutter, Big- Pearl
72	Ink Bottle- Camel
73	Transparent white plastic folder- Deli
74	CD-R,Normal
75	CD-R,Good
76	DVD-R, Normal
77	DVD-R,Good- Maxell
78	CD-RW, Good- Maxell
79	DVD-RW, Good- Maxell
80	Lever Arch file folder(Ordinary Index)/ Index File
81	Highlighter- Staedtler
82	Pin Remover, Eagle
83	Ring Folder- Houjie 532
84	Carbon Paper- Camel
85	Brown Paper Sheet
86	Card Holder Shipra 208
87	All Pin
88	Post It Pad 2x3 - Eagle
89	Post It Pad 3x4 Eagle
90	Plastic folder (WIP) Eagle
91	Spiral Rods C B
92	Cover Sheet-A4 Color
93	Punching Machine sing hole (Big)- Kangaroo
94	Punching Machine double hole DP600- Kangaroo
95	Transparent Business File Filex
96	My Clear Bag A4 (Good)- Deli
97	Lever Arch File Folder (Haujie Index)- HauJie

98	Ink for stamp pad (blue)
99	Eveready battery (heavy duty): D Size
100	Stick note pad 15mm*75mm (5 colors)
101	Water damper
102	Binder for files
103	Computer paper (10*12*2 Ply)
104	File Tags
105	Parker Pen Vector Roller
106	Heavy Stapler and Pin
107	Programme Stand (transparent)
108	Leather Dak Folder
109	Paper Weights
110	Pocket Diary (small note book size)
111	Office Plastic Tray
112	Calculator (Basic Casio)
113	Card Holder (Leather)
114	Card Holder (Aluminum)
115	Diary Folder (leather)
116	Telephone Message Slip
117	Binder Clip (15 mm, 19mm, 25 mm, 32 mm)
118	Rechargeable Battery
119	Water Glass/tumbler
120	A3 Paper: 75 GSM (for photocopy)
121	A3 Paper: 130 GSM
122	A4 Paper: 160 GSM
123	A4 Paper: 100 GSM